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INFORMATION SYSTEMS SECURITY GROUP

SUMMARY REPORT - September 1975

HIGHLIGHTS

1. Three members of the Information Systems Security Group met with nine members of NPIC Software/Hardware Implementation Project (SHIP) and Special Programs Working Group (SPWG) to discuss the Security Design of the NPIC Data System (NDS). As many of the members of this working group were not familiar with the function of ISSG, considerable time was spent in enlightening them on our responsibility for Agency computer security and our advisory role to the NPIC Security Branch. Considerable stress was placed on the design features which should restrict the functions permitted users. This restriction should be based on Security Considerations and the "Need-To-Know" principle. As a result of this meeting, the areas of Security responsibility are now more clearly understood by the various NPIC groups involved, and the implementation of Security is expected to progress satisfactorily. A member of the NPIC staff expects to provide a Security paper in approximately two months which will provide the basis and the details of NPIC Security's role in supporting the NDS.

2. Representatives of the Information Systems Security Group continue to monitor closely and participate in the Data Distribution and Data terminal planning for the [REDACTED] [REDACTED] The Equipment types and Systems planning are two areas of major concern to this office because of the [REDACTED] threat posed by the large amount of sophisticated laboratory and communications equipment in possession of Communications Engineers located on the first floor of the building. This Office plans to maintain a strong continuing effort in monitoring and participating in this project.

3. The Information Systems Security Group responded to an inquiry from the Information Review Group, concerning a question from the Muskie Subcommittee regarding a requirement for an annual inventory of TOP SECRET documents. The Information Review Group was advised that at present the

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control and inventory of TS documents is handled by 61 separate individual TS control officers; however, they were also advised that a computerized inventory system should be fully implemented by 30 June 1976. This system will be known as TOP SECRET Control Automated Data System (TSCADS).

4. The Information Systems Security Group provided the Chief, Policy and Plans Group with the Office's submission of its major contribution on the part of the Office of Security to the Agency, the Intelligence Community, and the government in general, detailing how the efforts spearheaded by CIA actions demonstrated that we are in fact pioneers in the field of computer security.

5. As a result of a member of the Information Systems Security Group submitting his resignation to accept an appointment with the Department of Justice, at a higher GS level, files of a number of talented persons are being reviewed in an attempt to select a replacement candidate with the same degree of expertise.

STATISTICS

Cases Pending 1 September 1975	33
Cases Cancelled in September	2
Cases Opened during September	60
Cases Closed during September	52
Cases Pending 1 October 1975	39

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Monthly Summary Report - September

FROM:

Chief
Information Systems Security Group
Office of Security

EXTENSION

4525

NO.

DATE

9 OCT 1975

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

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FORWARDED

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4E-58, Hqs.

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16 OCT 1975

MEMORANDUM FOR: Chief, Policy and Plans Group
SUBJECT : A&TD Monthly Report Submission
September 1975

PERSONNEL BRANCH

1. The OS FY 76 Personnel Development Program was completed and submitted to the DDA/Career Management Officer and will be consolidated into an overall DDA program. The program consists of a listing of expected vacant executive level positions (GS-15 through GS-17) for FY 76 through FY 78; a roster of candidates for executive level development, GS-13 through GS-15, with projected assignments and training; and, a list of external and internal training completed by OS careerists during FY 75.
2. Updated information on Office and individual telephone listings was compiled and forwarded to the Office of Communications for inclusion in the new Agency telephone book scheduled for issue in November 1975.
3. Vacancy notices were prepared and published on six professional and five clerical positions during the month. We received 30 professional and 10 clerical responses to these notices.
4. The first competitive evaluation exercise for OS clericals is well under way. Ranking sheets have been completed and distributed to the Panel heads, and the Panels are now meeting and evaluating those personnel under their purview. The ranking exercise is expected to be completed in early November 1975.
5. [REDACTED] reported to the OS/A&TD/Personnel Branch on 29 September 1975 for replacement. Jack returned PCS from Vietnam in April 1975 and since that time has been assigned as the FOIA Officer for the Office of Personnel.
6. [REDACTED] joined the Administration and Training Division on 25 September 1975 as Deputy Chief.

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BUDGET & FISCAL

1. OS FY 1977 and Transition Quarter (TQ) budget estimates were submitted to the Comptroller 8 Sep 75. This submission was prepared at personnel and fund levels provided by the DD/A. After adjustment for courier positions transferred to the Office of Logistics, the total OS budget for FY 1976 is [REDACTED] over FY 1975 expenditures) and [REDACTED]

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2. For the TQ, which falls between FY 1976 and FY 1977, the budgeted amount is [REDACTED] in accordance with OMB Policy Guidance, the budgeted increase [REDACTED] for travel (from \$704 to \$816) was limited to the amount which can be justified on the basis of recent increases in mileage and per diem rates.

TRAINING BRANCH

1. On 2 September 1975, the Security Officers Training Course commenced and will continue through 23 December 1975. The 14-member class received a two-week Office of Security orientation from 2-12 September 1975, and will be attending classes throughout the remainder of the course.

2. A two-hour security indoctrination briefing was given to four shifts of Federal Protective Officers on 23 September 1975. The briefings were well received and the remaining briefings for other non-Agency personnel are continuing on schedule.

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[REDACTED]
Chief, Administration and
Training Division